

SCHOOLS RISK ASSESSMENT GUIDE

This document is designed to assist teachers/group leaders when completing their own risk assessment during a preliminary visit to Cobb+Co Museum. It lists activities and tasks that are commonly completed during school visits at Cobb+Co Museum and raises awareness of the possible risks. Please remember that a risk assessment document is a guide only and only valid if completed by the teacher/group leader.

Teachers/group leaders can minimise the risk to themselves and their group when visiting Cobb+Co Museum by:

- Providing a sufficient number of adult supervisors for the age and ability of your students.
Ratios for Cobb+Co Museum are:
 - Prep 1 : 3
 - Primary 1 : 5
 - Secondary (Years 7 – 10) 1 : 10
 - Secondary (Years 11 – 12) 1 : 15
 - SEP students 1 : 1
- Supervising your children closely at all times and reading signs and instruction labels carefully.
- Being aware of changes in the weather and how this may affect your visit to the museum.
- Ensuring students wear hats and sunscreen when utilising outdoor areas of the museum, including the Show Ring.
- Ensuring students are briefed on safety prior to their museum visit.
- Ensuring there is no running within the museum.
- Ensuring there is no food and drink consumed within the museum building, except when dining at Cobb's Coffee Shop or in the Show Ring.

VENUE AND SAFETY INFORMATION

- Cobb+Co Museum makes every effort to provide a safe and comfortable environment for visiting students and teachers.
- Duty of care is the responsibility of the visiting school and its teachers while on excursion at Cobb+Co Museum.
- All Cobb+Co Museum staff and volunteers have current Blue Cards.
- Please provide us with details of any special needs or concerns you may have prior to your arrival.

ACCESS AND FACILITIES

- A bus drop off area is provided at the front of the building on Lindsay Street.
- Public toilets, including disabled facilities, are available near Cobb's Coffee Shop.
- A manual wheelchair is available on request. Please notify in advance if this is required.
- Earmuffs and sensory kits are available on request from the Front Counter. A [sensory map](#) of Cobb+Co Museum identifies the location of:
 - Noisy exhibits
 - Low light exhibits
 - Exhibits with bright and/or flashing lights
 - Chill Out Zone (the Show Ring) for students who require time in a low-sensory setting.
- Cobb+Co Museum is a single floor building with varying levels connected by ramps.
- Cobb's Coffee Shop is located within the museum for light refreshments.
- The Show Ring is an outdoor covered area suitable for eating morning tea, lunch or afternoon tea.

WORKPLACE HEALTH AND SAFETY

- Cobb+Co Museum has clearly marked fire exits. In the event of an emergency, follow the instructions given by the floor warden.
- First aid facilities and officers are on site.
- Cobb+Co Museum has Public Liability Insurance. A Certificate of Currency is available upon request.
- A [map of the museum showing exits](#) is available to download online.

HAZARD AWARENESS TABLE (GUIDE ONLY)

Activity	Possible Hazard	Action
Arriving at the museum, getting on and off the bus and traffic on Lindsay Street	<ul style="list-style-type: none"> • Trips, slips and falls • Crossing roads • Car accident causing injury/death 	<ul style="list-style-type: none"> • Bus to stop at bus parking bay • Brief students about safety • Adults to stand to one side and look for moving vehicles • Students encouraged to be responsible, to walk slowly and to stay on walkways • Close adult supervision of students at all times
Entering, exiting and moving around the museum	<ul style="list-style-type: none"> • Trips, slips and falls • Sprains, breaks and bruising 	<ul style="list-style-type: none"> • Students encouraged to be responsible and walk slowly around the museum • Close adult supervision of students at all times
	<ul style="list-style-type: none"> • Members of the public present throughout the museum 	<ul style="list-style-type: none"> • Detailed Conditions of Entry are on display at the museum • All museum staff and volunteers have current Blue Cards • Close adult supervision of students at all times
Use of bathroom facilities	<ul style="list-style-type: none"> • Members of the public present throughout the museum 	<ul style="list-style-type: none"> • Detailed Conditions of Entry are on display at the museum • All museum staff and volunteers have current Blue Cards • Students sent to toilets in pairs and with an adult present at all times • Close adult supervision of students at all times
Opening and closing doors	<ul style="list-style-type: none"> • Sprains, breaks and bruising from fingers trapped in doors 	<ul style="list-style-type: none"> • Students reminded to close doors gently • Close adult supervision of students at all times
The Coach Stop	<ul style="list-style-type: none"> • Falls from the horse 	<ul style="list-style-type: none"> • Only one student is allowed on the horse at a time • Students use the steps when getting on and off the horse • Close adult supervision of students at all times

	<ul style="list-style-type: none"> • Falls from the coach 	<ul style="list-style-type: none"> • Students use the ladders when climbing into and out of the coach • Only one student is allowed to use either ladder at a time • Close adult supervision of students at all times
	<ul style="list-style-type: none"> • Throwing objects 	<ul style="list-style-type: none"> • Close adult supervision of students at all times
	<ul style="list-style-type: none"> • Trips, slips and falls • Sprains, breaks and bruising 	<ul style="list-style-type: none"> • Students encouraged to be responsible and walk slowly around the museum • Close adult supervision of students at all times
	<ul style="list-style-type: none"> • Members of the public present throughout the museum 	<ul style="list-style-type: none"> • Detailed Conditions of Entry are on display at the museum • All museum staff and volunteers have current Blue Cards • Close adult supervision of students at all times
Staff carrying hot food and drinks in Cobb's Coffee Shop	<ul style="list-style-type: none"> • Burns from hot food and drinks • Trips, slips and falls • Sprains, breaks and bruising 	<ul style="list-style-type: none"> • Students encouraged to be responsible and take care walking in and around Cobb's Coffee Shop during their visit • Students are encouraged to access the Factory and Windmill Gallery via the West Ramp • Close adult supervision of students at all times
Possible spillage of wet food and drink onto pavers in the Show Ring and Cobb's Coffee Shop	<ul style="list-style-type: none"> • Trips, slips and falls • Sprains, breaks and bruising 	<ul style="list-style-type: none"> • Students encouraged to be responsible and walk slowly around the museum • Visitors encouraged to report spillages to Cobb+Co staff • Close adult supervision of students at all times
The Show Ring	<ul style="list-style-type: none"> • Possible exposure to sun, rain, wind, etc. causing sunburn or illness 	<ul style="list-style-type: none"> • Students advised to dress appropriately for the weather and to bring water bottles, hats, sunscreen, jackets etc. • Students without a hat are to stay under cover • Close adult supervision of students at all times

	<ul style="list-style-type: none"> • Members of the public present throughout the museum 	<ul style="list-style-type: none"> • Detailed Conditions of Entry are on display at the museum • All museum staff and volunteers have current Blue Cards • Close adult supervision of students at all times
<p>Outdoor Old Time Games, including: hopscotch, quoits, marbles, jacks, knuckles, elastics, skipping, hoola hoops, horse shoes</p>	<ul style="list-style-type: none"> • Trips, slips and falls • Sprains, breaks and bruising • Choking on small game parts, including marbles, jacks, knuckles 	<ul style="list-style-type: none"> • Discuss risks associated with games with students • Adult supervision mandatory during games that involves throwing • Close adult supervision of students at all times